Entity Management

Virtual Q & A
Technical Session Information

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Submitting Questions

Submit any questions you might have during the session via the WebEx Q&A function. Address the question to “All Panelists.”
Agenda

- What is an Entity?
- Roles
- DIAMD
- JustGrants
What is an **Entity**?

- The word “entity” is used in place of applicant and/or recipient.
- Organizational entities must register in SAM.gov in order to apply for funding in Grants.gov.
- Most entities in JustGrants will be organizational entities composed of multiple individuals.
- Individual entities do not need to register in SAM.gov.
- An entity can also be a single individual.
Importance of the Entity Administrator

The Entity Administrator (EA):

• is a critical user in JustGrants. Every entity must have one user designated as the Entity Administrator.
• acts as the entity's gatekeeper and bears responsibility for managing entity users, roles, and assignments in JustGrants.
• ensures the accuracy of the entity profile in JustGrants and coordinates applicable changes in SAM.gov.
• maintains entity documents within JustGrants.
Entity Management Systems

Three federal systems support ongoing entity management.

**SAM.gov**
- SAM.gov is the federal government's source of truth for entity identifiers.
- Organizational entities must maintain an active registration.
- Other federal systems use entity data from SAM.gov.

**DIAMD**
- The Digital Identity and Access Management Directory (DIAMD) is DOJ's secure user management system.
- The EA determines who can access entity data and invites those individuals to be entity users.
- The EA keeps entity users and their roles up to date and re-assigns the EA role as needed.

**JustGrants**
- JustGrants is DOJ's grants management system.
- The EA assigns and re-assigns entity users to specific applications and awards.
- The EA uploads entity-level documents into the system.
Just Grants Roles

**Entity Administrator**
- Confirms entity profile information is current.
- Manages users and assignments.
- Confirms the Authorized Representative has legal authority to accept or decline an award.
- 1 per entity

**Authorized Representative**
- Accepts or declines awards on behalf of an entity.
- Must have legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the entity.
- 1-2 per application/award

**Application Submitter**
- Completes and submits applications on behalf of an entity, including Entity disclosures, assurances, and certifications requirements.
- 1-3 per application

**Grant Award Administrator**
- Submits programmatic award requirements including Performance Reports (PRs), Grant Award Modifications (GAMs), and portions of the Closeout.
- 1 per award

**Alternate Grant Award Administrator**
- Supports the Grant Award Administrator in completing programmatic award requirements including submitting GAMs, deliverables, and assigned PRs.
- 1 per award (optional)

**Financial Manager**
- Certifies and submits the Federal Financial Report (FFR) on an entity’s behalf.
- 1 per award
Entity Administrator

Confirms entity profile information is current. Manages users and assignments. Confirms the Authorized Representative has legal authority to accept or decline an award.

1 per entity
Authorized Representative

Accepts or declines awards on behalf of an entity. Must have legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the entity.

1-2 per application/award
Application **Submitter**

Complettes and submits applications on behalf of an entity, including Entity disclosures, assurances, and certifications requirements.

1-3 per application
Grant Award Administrator

Submits programmatic award requirements including Performance Reports (PRs), Grant Award Modifications (GAMs), and portions of the Closeout.

1 per award
Supports the Grant Award Administrator in completing programmatic award requirements including submitting GAMs, deliverables, and assigned PRs.

1 per award (optional)
Certifies and submits the Federal Financial Report (FFR) on an entity's behalf.
**Equal Employment Opportunity Program (EEOP)**

**Roles**

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Entity Administrator</strong></td>
<td>Manages entity user’s role assignments.</td>
</tr>
<tr>
<td><strong>Read-Only User</strong></td>
<td>Views entity reports.</td>
</tr>
<tr>
<td><strong>User</strong></td>
<td>Assists in completing Equal Employment Opportunity Plan (EEOP) reports.</td>
</tr>
<tr>
<td></td>
<td>However, an EEOP user cannot sign and submit EEOP reports.</td>
</tr>
<tr>
<td><strong>Implementation Authority</strong></td>
<td>Signs and submits reports within EEOP system; may prepare reports.</td>
</tr>
<tr>
<td></td>
<td>Must have authority to implement entity’s EEOP per 28 CFR 42.304.</td>
</tr>
</tbody>
</table>

For additional information about EEOP visit their website: [https://www.ojp.gov/program/civil-rights-office/equal-employment-opportunity-plans](https://www.ojp.gov/program/civil-rights-office/equal-employment-opportunity-plans)
Troubleshooting

How do I find out who is the Entity Administrator for my entity within JustGrants?

In JustGrants, use the left navigation menu, click the Entity Users tab to show all users and roles granted to the user by the Entity Administrator in DIAMD.

This view does not show who has been assigned a role on a specific award or application.
The Entity Administrator has left the organization, and no one can login or make changes. How do we fix this?

Ideally, the Entity Administrator will delegate this role to another user before they leave. If the user is no longer available, the JustGrants Support Desk will have to invite a new Entity Administrator based on the current SAM E-Biz Point of Contact.

Contact the JustGrants Support Desk for assistance by email at JustGrants.Support@usdoj.gov or by phone at 1-833-872-5175.
Troubleshooting

SAM.gov allows an entity to assign an alternate E-Biz Point of Contact (POC). Should we do this?

Yes! Take advantage of this field to ensure backups are readily available should there be changes in your staff.

Not having an alternate will delay your entity moving forward in the process if your E-Biz POC is no longer available.
Initial Onboarding
Onboarding Systems

Two federal systems are critical to initial entity onboarding.

**SAM.gov**
- The federal government's source of truth for organizational entity identifiers.
- If an organizational entity is new to JustGrants, the SAM.gov E-Biz point of contact is onboarded as the Entity Administrator in JustGrants.

**Grants.gov**
- Onboarding begins when an entity submits an application for DOJ funding in Grants.gov.
- Once JustGrants receives the Grants.gov application, the Entity Administrator will receive an e-mail with onboarding instructions.
**Initial Entity Onboarding**

Application Submission

*Initial* entity onboarding is a three-step process that occurs during application submission.

Organizational entities must register with [SAM.gov](https://www.sam.gov) to apply for federal assistance. Registration details cascade through [Grants.gov](https://www.grants.gov) and [JustGrants](https://www.justgrants.gov).

**NOTE:** Individual entities will bypass Step 1 and go directly to Grants.gov Step 2.
*Initial* entity onboarding is a three-step process that occurs during application submission.

**Grants.gov** is the central place to locate federal funding opportunities.

**Steps**

- ✓ Search Grants.gov
- ✓ Select correct Competition ID
- ✓ Submit SF-424 and SF-LLL forms in Grants.gov
Initial entity onboarding is a three-step process that occurs during application submission.

**DIAMD** and **JustGrants** are the two DOJ systems that enable entities to manage users and work.

- Manage entity users and their roles
- Assign users to awards and applications
Initial Entity Onboarding

Application Submission

Initial entity onboarding is a three-step process that occurs during application submission.

Entity users can now log into JustGrants and complete any assigned work.
As a first time DOJ applicant, what happens if our entity’s SAM.gov registration expires or is newly activated?

For entities new to JustGrants, the system only receives information from SAM.gov when an entity’s registration has an “active” status. Confirm your status at SAM.gov.

Once activated, JustGrants typically receives the information within one to five days.
Our SAM E-Biz POC did not receive a DOJ/DIAMD email invitation. What should we do?

Check the POC's spam folder and look for an e-mail from: DIAMD-NoReply@usdoj.gov.

Users may also receive e-mails from do-not-reply@ojp.usdoj.gov or ojp@servicenowservices.com.
Troubleshooting
Initial Entity Onboarding

What if our SAM.gov E-Biz POC is already associated with an existing entity in JustGrants.

An individual user's e-mail address can only be associated with one entity in JustGrants.

Your POC will need to establish and use a unique e-mail address for each entity in JustGrants or be removed as a user in the existing entity.
Can our entity use the SAM.gov Alternate E-Biz POC for onboarding?

In the event of a JustGrants conflict with the primary SAM.gov E-Biz POC, entities may elect to use their alternate POC for initial onboarding.

The Alternate E-Biz POC should contact JustGrants User Support for onboarding assistance.
Entity User Management
DIAMD ensures that only authorized users designated by the Entity Administrator can access entity information in JustGrants.

Each entity can have only one Entity Administrator.

Only the Entity Administrator can make changes in DIAMD.

The Entity Administrator uses DIAMD to invite new entity users and add and remove roles as needed.

Once the Entity Administrator invites new entity users, DIAMD sends an e-mail to users with instructions to register and log in to JustGrants.
Entity Management

Two DOJ Systems

JustGrants is where entity users complete DOJ grant-related activities.

Entity Administrators will assign entity users to specific applications and awards within JustGrants.

Once an entity user is assigned to an application or award, they will receive assignments and take actions associated with their role.
Inviting New Entity Users

Successful entity user management depends on sequential actions taken by both the Entity Administrator (EA) and entity users.

The **Entity Administrator** must take the following actions in **DIAMD**:

1. Invites each entity user.
2. Assigns roles to each entity user.
Inviting New Entity Users

Successful entity user management depends on sequential actions taken by both the Entity Administrator (EA) and entity users.

Each *entity user* receives an instructional e-mail from *DIAMD* and completes these actions within 72 hours:

- **Steps**: ✓ Logs into *DIAMD* to set a password and multi-factor authentication. ✓ Logs into *JustGrants*. 
Inviting New Entity Users

JustGrants

Successful entity user management depends on sequential actions taken by both the Entity Administrator (EA) and entity users.

The EA makes user assignments in JustGrants.

3

- **Applications**: Assigns Application Submitter(s) and Authorized Representative(s)
- **Awards**: Assigns Authorized Representative(s), Grant Award Administrator, and Financial Manager
Inviting New Entity Users

Successful entity user management depends on sequential actions taken by both the Entity Administrator (EA) and entity users.

The *entity user* logs into JustGrants and acts on assigned applications and awards.
Troubleshooting

I invited a new entity user in DIAMD. Why don’t I see them listed in the Entity Users section in JustGrants.

After the EA invites a user in DIAMD, they will get an email from the system: DIAMD-NoReply@usdoj.gov. The user must follow the email instructions and login within 72 hours, or the EA will need to re-invite them.

Once the user successfully logs into JustGrants, their name will appear on the Entity Users section.
I added/removed roles from an existing DIAMD entity user. Why aren’t those changes reflected in JustGrants.

Refresh the JustGrants screen. The changes should synchronize immediately.
Entity User Management

DIAMD
• DIAMD ensures that only authorized users — those designated by the Entity Administrator (EA) — can access entity information in JustGrants.

• Each entity can have only one EA.

• Only the EA can make changes in DIAMD.

• The EA uses DIAMD to invite new entity users and add and remove roles as needed.

• Once the EA invites new entity users, DIAMD sends an e-mail to users with instructions to register and log in to JustGrants.
DIAMDI
Navigation
If the user does not have an existing DIAMD account, a new account is created, and the user will receive an instructional e-mail.
View Entity
View Entity

Use the "View Entity" form below to view information such as the Entity's current Entity Administrator, Entity users, and roles associated with each user.

Entity Profile
- Entity ID
- Entity Name: J6II Test Org26
- Entity DBA: J6II Test Org26 Doing Business As

Current Entity Administrator
- First Name: Serina
- Last Name: Francesca
- Email Address: justgrants20@gmail.com

Entity Users
- First Name: James
  Last Name: Bond 20
  Email: justgrants2eJjwmd7xz9@gmail.com
  Roles: GLM Application Submitter
  Account Status: Enabled
- First Name: Amy
  Last Name: Callaghan
  Email: justgrantspejmqgpbv6123@gmail.com
  Roles: GLM Application Submitter
  Account Status: Enabled
- First Name: Amy
  Last Name: Callaghan
  Email: justgrantspejmqgpbv6123@gmail.com
  Roles: GLM Application Submitter
  Account Status: Enabled
- First Name: Amy
  Last Name: Callaghan
  Email: justgrantspejmqgpbv6123@gmail.com
  Roles: GLM Application Submitter
  Account Status: Enabled

Manage Entity User
Change Entity Administrator: *Planned*

- Identify entity users who can fulfill the Entity Administrator responsibilities.
- Ensure those users have access to training and critical entity information.
- Current Entity Administrator logs in to DIAMD and selects a user to assign as the new Entity Administrator.
- Newly assigned Entity Administrator logs in and assumes duties.
Change Entity Administrator (Planned)
Change Entity Administrator (Planned)
Change Entity Administrator (Planned)

Manage Entity

Entity Profile
- Entity ID: [EIEIO/21M5F3J]
- Entity Name: [Joe Test Org25 Doing Business As]
- Entity IDA: [Joe Test Org25]

Current Entity Administrator
- First Name: John
- Last Name: Doe
- Email Address: john.doe@gmail.com

Entity Administrator Management
- Select an Entity User to replace the current Entity Administrator

Entity User Management
- Select Entity Users to remove

The selected user(s) will be assigned as the new Entity Administrator.

The selected user(s) will be removed from this Entity.
Change Entity Administrator (Planned)

Manage Entity

Use the "Manage Entity" form below to replace the current Entity Administrator with another active user, or to remove an Entity user.

Entity Profile

Entity ID
UE1234567890

Entity Name *
John Doe

Entity IDA
JDA123

Current Entity Administrator

First Name
John

Last Name
Doe

Email Address
johndoe@gmail.com

Entity Administrator Management

Select an Entity User to replace the current Entity Administrator

--None--

- David Goeteri
  msn@msn.com

- Jane Doe
  johndoe@gmail.com

- John Doe
  johndoe@gmail.com

- John Doe
  johndoe@gmail.com

Cancel
Next
Change Entity Administrator (Planned)

Manage Entity

Entity Profile
- Entity ID
- Entity Name
- Entity IDA
- Entity IDB

Current Entity Administrator
- First Name
- Last Name
- Email Address

Entity Administrator Management
- Select an Entity User to replace the current Entity Administrator

Entity User Management
- Select Entity Users to remove

Next

Use the "Manage Entity" form below to replace the current Entity Administrator with another active user, or to remove an Entity user.
Change Entity Administrator (Planned)

Please review and confirm your values. Click "Back" to make changes or "Confirm" to proceed.

Use the "Manage Entity" form below to replace the current Entity Administrator with another active user, or to remove an Entity user.

Entity Profile
- Entity ID
- Entity Name
- Entity DBA

Current Entity Administrator
- First Name
- Last Name
- Email Address

Entity Administrator Management
- Select an Entity User to replace the current Entity Administrator

Entity User Management
- Select Entity Users to remove

[Buttons: Cancel, Back, Confirm]
Change Entity Administrator: *Unplanned*

- Requires JustGrants User Support assistance.
- Entity must onboard new Entity Administrator into JustGrants.
- JustGrants User Support confirms entity’s current SAM.gov E-Biz POC and onboards that point of contact (POC) as the new Entity Administrator.
- The SAM.gov E-Biz POC receives DIAMD instructional e-mail.
- Newly onboarded Entity Administrator logs in and assumes duties.
# Change Entity Administrator

## SAM.gov
- Confirm the entity's SAM.gov E-Biz POC and update the POC in SAM.gov if needed.
- Alert the E-Biz POC that they will be onboarded as the new EA.

## JustGrants
- Contact JustGrants support: [JustGrants. Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175 and advise that the EA is no longer available. Request to onboard the current E-Biz POC as the new EA.

## DIAMD
- E-Biz POC receives an instructional e-mail from DIAMD and successfully logs in within 72 hours.

## JustGrants
- New Entity Administrator logs in and assumes all Entity Administrator-related duties.
Invite
Entity Users
Invite Entity Users
Invite Entity Users
Invite Entity Users
Invite Entity Users

Invite Entity User

Use the "Invite Entity User" form below to invite new users to your Entity. If the user does not have an existing account, a new DIAMO account will be created and the user will receive an email inviting them to register their account.

Entity User Profile

- Email Address *
- Confirm Email Address *
- First Name *
- Last Name *

Entity Profile

- Entity ID *
- Entity Name *
- Entity DBA
- Select Roles to Add *
  - At least one role must be selected
  - Cancel
  - Next
Invite Entity Users

Invite Entity User

Use the “Invite Entity User” form below to invite new users to your Entity. If the user does not have an existing account, a new DIAMO account will be created and the user will receive an email inviting them to register their account.

Entity User Profile

- Email Address *
  - HowdisDoodle@gmail.com
- Confirm Email Address *
  - HowdisDoodle@gmail.com
- First Name *
  - Howdis
- Last Name *
  - Doodle

Entity Profile

Role - GLM-AlternateGrantAwardAdministrator
- Role - GLM-ApplicationSubmitter
- Role - GLM-AuthorizedRepresentative
- Role - GLM-FinancialManager
- Role - GLM-GrantAwardAdministrator

At least one role must be selected.

Cancel     Next
Invite Entity Users

Invite Entity User

Use the "Invite Entity User" form below to invite new users to your Entity. If the user does not have an existing account, a new DAIMO account will be created and the user will receive an email inviting them to register their account.

Entity User Profile

Email Address *
HowdieDoodle@gmail.com

Confirm Email Address *
HowdieDoodle@gmail.com

First Name *
Howdie

Last Name *
Doodle

Entity Profile

Entity ID *
UEI:TRAINING1234

Entity Name *
Training Team Test Entity

Entity DBA

Select Roles to Add *

At least one role must be selected

Role - GLM Financial Manager

Next
Invite Entity Users

Please review and confirm your values. Click 'Back' to make changes or 'Confirm' to proceed.

Entity User Profile
- Email Address: howdydoodie@gmail.com
  - Confirm Email Address: howdydoodie@gmail.com
- First Name: Howdy
  - Last Name: Doodie

Entity Profile
- Entity ID: [value]
- Entity Name: JGII Test Org36
- Entity DBA: JGII Test Org36 Doing Business As
- Select Roles to Add: GLM Financial Manager

[Options: Cancel, Back, Confirm]
Invite Entity Users

Training Team (training.team@training.gov)

You are receiving this email because you were invited by Training Team Test Entity to create a user profile in the corresponding Department of Justice (DOJ) Systems. Users must access Department of Justice (DOJ) Systems through IDIQ to ensure user management system, the Digital Identity and Access Management Directory (DIAM), and

Take the following two steps within 72 hours of receipt of this email to set up and access your account:

1. Set your password
2. Login to the system

Once you have logged in, you will see your profile associated to the following entity:
Entity ID: USP:TRAVEL-0123
Entity Name: Training Team Test Entity

As the Entity Administrator (EA), you are the only user role that can invite or re-invite anyone to work on your entity's behalf. You will be the point of contact for your entity users if they need —
- to be re-invited to an activity account,
- to work on different user roles,
- to be assigned or re-assigned to specific applications or award assignments.

JustGrants System Resources:
For more information about using JustGrants, visit the JustGrants Website.

If you need technical support with JustGrants:
- CIOP Office and DOI applicants and award recipients should contact JustGrants Support via email at ciop-justgrants-help@justice.gov or by phone at 866-846-1081.
- DOJ applicants and award recipients should contact DOJ JustGrants Support via email at ciop-justgrants-help@justice.gov or by phone at 866-846-1081.

Equal Employment Opportunity Program (EEOP) System Resources:
If you need assistance with Equal Employment Opportunity Program (EEOP), please contact EEOP Support at EEOPSupport@justic.gov or 202-353-0621.

This is an automatically generated email. Please do not reply to this email.

Department of Justice (DOJ)
Re-invite Entity Users
Re-invite Entity Users
Re-invite Entity Users

Use the “Re-Invite Entity User” form below to send a new registration link to a user’s email address to reset the user's password and multi-factor authentication (MFA) selections. The user will then need to update their existing password and MFA selections using the link provided. If the user is currently disabled, then the user will be re-enabled prior to sending the new registration link.

Search by First Name, Last Name or Email Address *
Filtered to Users within your Entity
Re-invite Entity Users

Re-Invite Entity User

Use the "Re-Invite Entity User" form below to send a new registration link to a user’s email address to reset the user’s password and multi-factor authentication (MFA) selections. The user will then need to update their existing password and MFA selections using the link provided. If the user is currently disabled, then the user will be re-enabled prior to sending the new registration link.

Search by First Name, Last Name or Email Address *

- Amy Callaghan

Filtered to Users within your Entity

Entity User Profile

First Name
Amy

Last Name
Callaghan

Email Address
justgrant626.applications@brothers123@gmail.com

Entity ID
UEI.RX2V7NBJ13

Entity Name
JGII Test Org26

Entity DBA
JGII Test Org26 Doing Business As

Account Status
Enabled

Cancel

Next
Re-invite Entity Users

Please review and confirm your values. Click ‘Back’ to make changes or ‘Confirm’ to proceed.

Use the "Re-Invite Entity User" form below to send a new registration link to a user's email address to reset the user's password and multi-factor authentication (MFA) selections. The user will then need to update their existing password and MFA selections using the link provided. If the user is currently disabled, then the user will be re-enabled prior to sending the new registration link.
Add/Remove Roles from Entity User
Add/Remove Roles from Entity Users

The Entity Administrator should consider:

- Who should have access to view the entity’s information in JustGrants?
- Who needs to take actions on specific applications and awards?
- What roles would enable those users to take those actions?
- Having multiple users with multiple roles.
Add/Remove Roles from Entity Users
Add/Remove Roles from Entity Users
Add/Remove Roles from Entity Users

Manage Entity User

- Use the "Manage Entity User" form below to add or remove roles from an Entity user or remove the user from the Entity. If the user is currently disabled, please navigate to the "Reactivate Entity User" workflow to enable the user.

Search by First Name, Last Name or Email Address:
- John Doe
- Filtered to Users within your Entity

Entity User Profile
- First Name: John
- Last Name: Doe
- Email Address: johndoe@example.com
- Entity ID: 1234567890
- Entity Name: Example Entity
- Entity OBA: JGI Test Org
- Current Roles:
  - Role 1
  - Role 2
- Select Roles to Add
- Select Roles to Remove

Last Updated Date
- Account Status: Enabled
- Remove User From Entity

Next
Add/Remove Roles from Entity Users
Remove Users from Entity
Remove Users from Entity
Remove Users from Entity
Remove Users from Entity
Remove Users from Entity

Manage Entity

Please review and confirm your values. Click 'Back' to make changes or 'Confirm' to proceed.

Entity Profile

Entity ID

Entity Name:

Entity ID:

Entity DBA

Entity DBA

Current Entity Administrator

First Name

Last Name

Email Address

Entity Administrator Management

Select an Entity User to replace the current Entity Administrator

The selected user will be assigned as the new Entity Administrator

Entity User Management

Select Entity Users to remove

The selected users will be removed from this Entity

[Email addresses listed]
Remove Users from Entity
Remove Users from Entity

Manage Entity User

Search by First Name, Last Name or Email Address *

Filtered to Users within your Entity

Entity User Profile

First Name *

Last Name *

Email Address

Entity ID

Entity Name

Entity DBA

Current Roles

Select Roles to Add

Select Roles to Remove

Last Invited Date

Account Status

Cancel

Next
Remove Users from Entity
Remove Users from Entity

Manage Entity User

Entity User Profile

Current Roles

Remove User From Entity

Note: The user is being removed from your Entity. To invite the user back, please use the "Invite Entity User" workflow.
Remove Users from Entity
Entity User Management

*JustGrants*
JustGrants Overview

JustGrants is where entity users complete DOJ grant-related activities.

Once an entity user is assigned to an application or award, they will receive assignments and take actions associated with their role.

EAs will assign entity users to specific applications and awards within JustGrants.
Assign/Re-assign Entity Users to Applications
Assign/Re-assign Entity Users to Applications
Assign/Re-assign Entity Users to Applications
Assign/Re-assign Entity Users to Applications
Assign/Re-assign Entity Users to Applications
Assign/Re-assign Entity Users to Applications
Assign/Re-assign Entity Users to Applications
Assign/Re-assign Entity Users to Applications
Assign/Re-assign Entity Users to Applications
Remove Additional Application Submitter Roles

![Image of application submitter roles screen]

- **Select All:** Boolean option to select all rows.
- **Application ID:** Unique identifier for each application.
- **Application Submitter:** Name of the submitter.
- **Authorized Representative:** Name of the authorized representative.
- **Application Status:** Status of the application (Submitted).
- **Managing Office:** Office managing the application.
- **Program Office:** Office responsible for the program.
- **Due Date:** Date the application is due.

In the screenshot, the user interface shows multiple applications with the option to remove additional roles for the application submitters.
### Remove Additional Application Submitter Roles

#### Diagram Description:
- **Application Details**
  - **Role**: Application Submitter
    - **Assigned To**: judgrants205_applicationssubmitter@gmail.com
  - **Role**: ApplicationSubmitter2
    - **Assigned To**: judgrants205_nykent1@verizon.com
  - **Role**: ApplicationSubmitter3
    - **Assigned To**: 3ers@abc.com
  - **Role**: Authorized Representative
    - **Assigned To**: judgrants205_authorizedrepresentative@gmail.com
  - **Role**: Entity Administrator
    - **Assigned To**: judgrants205_entityadministrator@gmail.com

#### Instructions:
- To remove additional application submitter roles:
  - Select the checkboxes corresponding to the roles you wish to remove.
  - Click the **Remove** button to update the system.
Remove Additional Application Submitter Roles
Remove Additional Application Submitter Roles
Remove Additional Application Submitter Roles
Assign/Re-assign Entity Users to Awards
### Assign/Re-assign Entity Users to Awards

#### Step 1: Navigate to the Awards Section
- Open the Entities Management page.
- Scroll down to the "Applications" section.
- Click on "Awards".

#### Step 2: Review Your Worklist
- In the "My Worklist" section, you can see the list of awards and their statuses.
- Each row represents an award with details like Case ID, Date Due, Case Type, Case Status, and Last Updated.

### Example of Awards Worklist

<table>
<thead>
<tr>
<th>Case ID</th>
<th>Date Due</th>
<th>Case Type</th>
<th>Case Status</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-12345</td>
<td>11/25/2000</td>
<td>Grant Package</td>
<td>Enter Work Open</td>
<td>05/12/2023 16:30 AM</td>
</tr>
<tr>
<td>FAW-12345</td>
<td>—</td>
<td>Funded Award</td>
<td>Pending-Award External Assignee</td>
<td>05/13/2023 02:30 PM</td>
</tr>
<tr>
<td>FAW-12346</td>
<td>—</td>
<td>Funded Award</td>
<td>Pending-Award External Assignee</td>
<td>05/14/2023 02:30 PM</td>
</tr>
<tr>
<td>FAW-12347</td>
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Assign/Re-assign Entity Users to Awards

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<th>Project Period Start Date</th>
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Choose Role: {Choose Role}  Assign to: {Choose User}  Assign

Privacy Policy
Assign/Re-assign Entity Users to Awards
Assign/Re-assign Entity Users to Awards
Assign/Re-assign Entity Users to Awards
Assign/Re-assign Entity Users to Awards

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<th>Grant Award Administrator</th>
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<th>Authorized Representative</th>
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Choose Role: justgrants016.authorized.representative@gmail.com
Choose Role: justgrants016.international.headquarters@gmail.com
Assign/Re-assign Entity Users to Awards
Assign/Re-assign Entity Users to Awards

[Diagram of the JUSTgrants system interface showing the process of assigning users to awards.]
Assign/Re-assign Entity Users to Awards
Assign/Re-assign Entity Users to Awards
Manage Entity Profile
Manage Entity Profile
Manage Entity Profile
Manage Entity Profile
Manage Entity Profile
Entity Profile
Maintain Entity Documents
Maintain Entity Documents
Maintain Entity Documents
Maintain Entity Documents

The slide shows a screenshot of a user interface for managing documents in a system called JUSTgrants. The interface allows users to add new documents, select files to upload, and specify details such as file name, category, begin date, end date, and created date. The system supports various types of files, including PDF and Microsoft Word documents. The screenshot also includes a pop-up window for adding a document to the repository with instructions to select a file. The interface is designed to help maintain entity documents by categorizing them and allowing for easy access and management.
Maintain Entity Documents

![Image of a screenshot of a screen showing the JUSTgrants system with a pop-up for adding documents and a list of documents with details such as file name, category, created date, and uploaded by.]
Maintain Entity Documents
Maintain Entity Documents
The Justice Grants Website has so much more!

- Topic Specific Training Resources
- User Support Information
- News and Updates
JustGrants Training Resources

Organized by Topics

Training Overview

The Department of Justice DOJ has made a collection of training materials available. These materials include self-paced learning videos, which are supported by job aids and reference guides. These resources will help users learn to navigate the management tool.

As a supplement to the self-guided training materials, the JustGrants, Q&A sessions and webinars provide real-time technical support.

Visit the Virtual Q&A Sessions page for more information.

Please contact the JustGrants Training team with any questions.

If you have trouble accessing the trainings or need technical support, contact JustGrants User Support.

Job Aid Reference Guides

Entity Management Reference Guide

Entity Management Overview

This Entity Management JARG:
- describes the roles and responsibilities of the Entity Administrator (EA)
- clarifies how JustGrants uses data from other federal systems
- reviews the six (6) JustGrants user roles and their respective duties
- introduces the four (4) Equal Employment Opportunity Program (EEO) user roles
- explains the process of assigning entity users, roles, and assignments
- provides instruction around planned or unplanned changes to the EA
- illustrates the process to maintain and update entity level information and documents
Applicants and award recipients that need technical support or need to report issues with JustGrants should contact:

<table>
<thead>
<tr>
<th>COPS and OJP</th>
<th>OVW</th>
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<tbody>
<tr>
<td><a href="mailto:JustGrants.Support@usdoj.gov">JustGrants.Support@usdoj.gov</a></td>
<td><a href="mailto:OVW.JustGrantsSupport@usdoj.gov">OVW.JustGrantsSupport@usdoj.gov</a></td>
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<tr>
<td>Or (833) 872–5175</td>
<td>Or (866) 655–4482</td>
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</table>

Monday – Friday: 7:00 AM and 9:00 PM ET
Weekends & Federal holidays: 9:00 AM to 5:00 PM ET
Upcoming Sessions

JUSTICEGRANTS.USDOJ.GOV/Training/training-virtual-sessions

Post-Award Management: **MONDAYS** from 1:00 PM to 2:30 PM

*KEY AUDIENCE*: Grant Award Administrators, Entity Administrators, Financial Managers

Entity Management: **TUESDAYS** from 2:00 PM to 3:00 PM

*KEY AUDIENCE*: Entity Administrators

Application Mechanics: **WEDNESDAYS** from 2:30 PM to 4:30 PM

*KEY AUDIENCE*: Entity Administrators, Application Submitters, Authorized Representatives

Award Acceptance: **THURSDAYS** from 2:00 PM to 3:00 PM

*KEY AUDIENCE*: Entity Administrators, Authorized Representatives
Thank you!